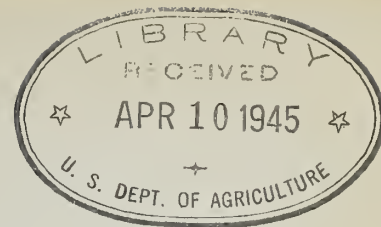


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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



February 8, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 19

To: Branch and Division Chiefs and Regional Administrators

From: F. J. Hughes, Chief, Administrative Services Division

Subject: Maintenance of Typewriters, Adding and Calculating Machines, etc.

In connection with the War Bond Contest for employees' suggestions, one of the employees of the Food Distribution Administration proposes that a definite time be designated within the respective Branches and Divisions for checking and cleaning the mechanical equipment, such as typewriters, adding and calculating machines, etc.

It is particularly important at this time that care be given to our mechanical equipment in view of the fact that replacement is out of the question and repairs and overhauling take considerable time because of the shortage of labor. It is believed the responsibility of seeing that the equipment is maintained in good order should be placed with your respective supervisors. It is not always feasible to set aside a specific period weekly for this purpose; if this cannot be done, then it is requested that the equipment be cleaned and oiled, the oil to be used sparingly, when it is convenient to do so, but at least once a week. The necessary tools such as brushes, type-cleaner, etc. should be available within the unit for this purpose. It is also suggested as a further means of protecting and keeping the equipment in good condition, that the equipment be covered at night and/or, in the case of typewriters where a pedestal desk is used, see that the desk is closed. Someone should be designated in each of your units to see that this is done.

Will you please discuss this matter with your supervisory personnel and make the necessary arrangements for the maintenance of your equipment. If you do not have the necessary brushes, etc., requisition should be made through the Procurement Section.

F. J. Hughes

